



Shelter Reservation Form

Contact and Organization: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Fax #: _____

E-mail Address: _____

Residency: ☐ James City County ☐ City of Williamsburg ☐ Other: _____

Picnic Shelters

RESERVATION DATE: _____ Estimated No. of Attendees: _____

☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

Half-Day Rental

☐ 9 a.m. – 2 p.m.

☐ 3 p.m. – 8 p.m.

Full-Day Rental

☐ 9 a.m. – 8 p.m.

| Location | Resident | Non-Resident | Resident | Non-Resident | Capacity |
|-------------------------------------------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|----------|
| <input type="checkbox"/> Chickahominy Riverfront Park: Pavilion | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$125 | 100 |
| <input type="checkbox"/> Chickahominy Riverfront Park: Playground | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$125 | 75 |
| <input type="checkbox"/> Freedom Park | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | 50 |
| <input type="checkbox"/> Ironbound Park | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | 50 |
| <input type="checkbox"/> Little Creek Reservoir Park: Playground | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | 50 |
| <input type="checkbox"/> Mid-County Park: Shelter #1 (Playground) | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | 50 |
| <input type="checkbox"/> Mid-County Park: Shelter #2 (Field) | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | 50 |
| <input type="checkbox"/> Upper County Park: Pavilion | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$125 | 150 |
| <input type="checkbox"/> Upper County Park: Woods | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | 50 |
| <input type="checkbox"/> Upper County Park: Playground | <input type="checkbox"/> \$50 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$75 | <input type="checkbox"/> \$100 | 50 |

Local nonprofit organizations meeting the criteria below receive a 25 percent discount at park and recreation facilities. The organization must be nonprofit/tax exempt. A copy of the organization's IRS Form 501-C3, 501-C4, or other documentation proving nonprofit status must be provided.

The following are ineligible for free/discounted use:

1. Any church or religious organization.
2. Any teams, troupes, squads or individuals not affiliated with Parks and Recreation or the Williamsburg-James City County School system desiring to use the space.
3. Any political party, gathering, or individual candidate.

Rule Agreement: I have read the Park Facility Use Rules (attached) and understand that I have to abide by them.

Signature: _____ Date: _____

James City County Parks and Recreation will grant a refund for shelters that are canceled seven days before the reservation date. A ten percent processing fee will be assessed.

Reservation No.: _____

1. Consumption or possession of alcoholic beverages, open or previously opened or other controlled substances, is prohibited. No one under the influence of a controlled substance is allowed on James City County property.
2. Use of fryers and towable smokers/grills is not permitted. Charcoal is permitted in park-provided grills only and designated camping areas.
3. All trash must be placed in trash containers or removed from premises.
4. Vehicles must be parked in designated parking areas only and vehicles are not permitted to be driven up to shelters.
5. Posted rules and regulations at each facility must be adhered to.
6. Animals, except Service Animals as defined under the Americans with Disabilities Act, are not permitted on athletic fields, sport courts, playgrounds, or any other designated facilities. Owners must remove all animal waste.
7. Shelter must be vacated no later than the end of the rental time.
8. Rental of shelter space does not entitle participants to free use of other program areas.
9. Renter agrees to pay for all damages to property and for any other charges that may be incurred as a direct result of their use.
10. James City County Parks and Recreation will grant a refund for shelters that are canceled seven days before the reservation date. A 10 percent processing fee will be assessed.
11. Smoking, including the use of E-cigarettes, is not permitted within 25 feet of athletic fields, sport courts, playgrounds, bleachers, pools, rinks, or any other designated facilities.
12. Music or noise in violation of the County's Noise Ordinance (audible at 50 feet) is prohibited.
13. Reservations are confined to immediate shelter area. Use of tents, inflatables, etc. will require a Park Use Permit.
14. Patrons are responsible for the conduct and actions of all event participants to ensure they abide by all Park Rules.
15. Patron agrees to indemnify and hold harmless James City County, its agents, and employees from any and all liability or damages resulting from use of the park facility.
16. James City County reserves the right to stop/prohibit use at any time if any of the above rules are violated or shelter capacities are exceeded.

Shelters are available year round and may be reserved up to a year in advance. Shelter reservations are accepted March 1 – October 31. From November 1 – February 28, shelters are available on a first-come first-serve basis only.

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